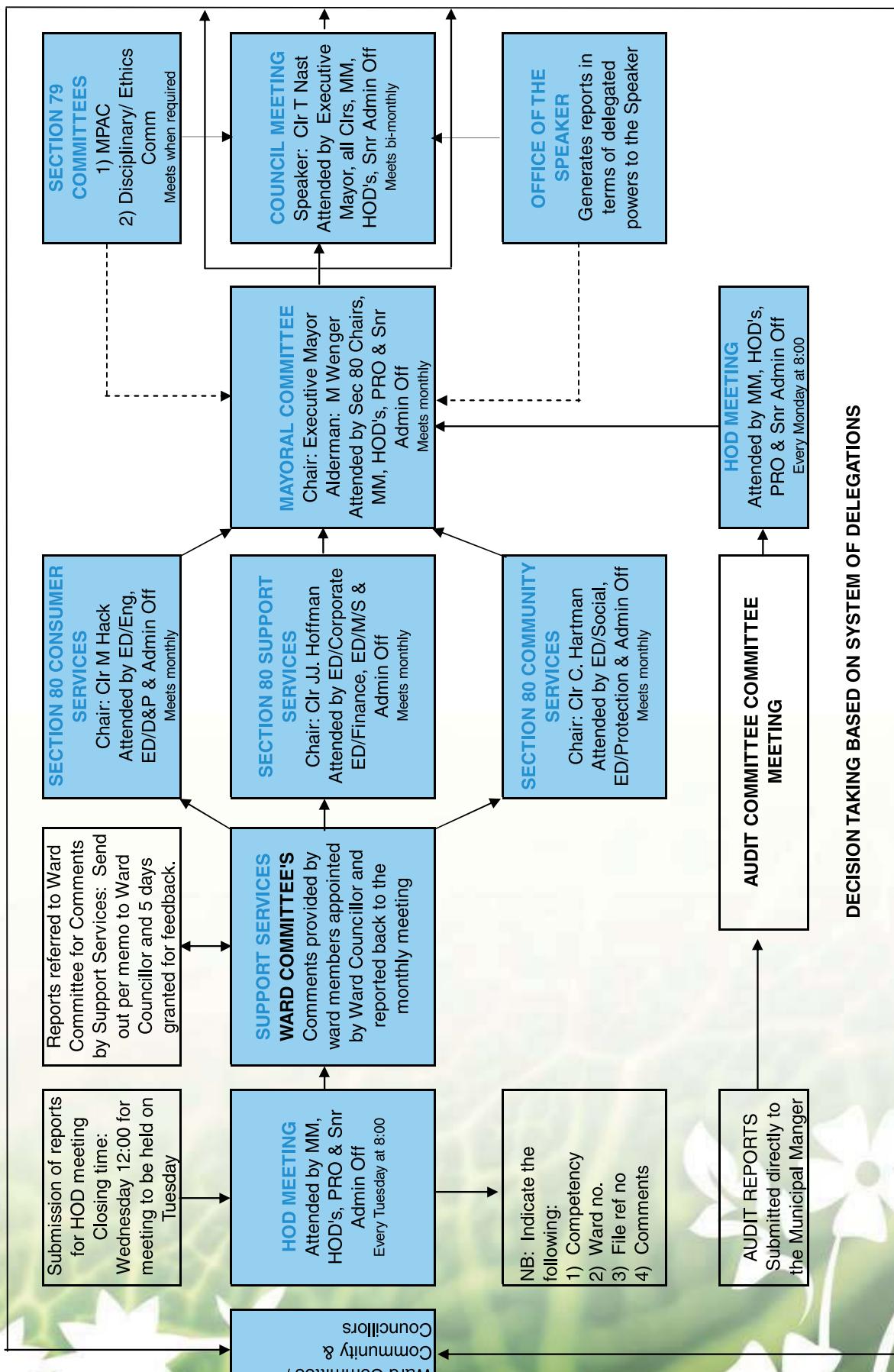


MIDVAAL LOCAL MUNICIPALITY REPORTING PROCESS

ANNEXURE "B"

WARD COMMITTEES + IN TERMS OF COMMUNICATION POLICY



ANNEXURE "C"
SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN
FUNCTIONAL AREAS
2007/2008

FINANCE SERVICES						
KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008	
1. Debt Collection (National KPI)	1. Debt outstanding: 1 July 2007 – R34 096 150 2. Debt outstanding less current 3. Debt outstanding as per month 4. Over / Under (-) Target (Target for 30 June 2007 – R36,901,299) 5. Timeframes for handover – Monthly handovers	1 July 2004 R46 353 632 1 July 2005 R36 661 444 1 July 2006 R35 387 051 1 July 2007 R34 096 150 1 July 2008 R45 121 118	Monthly Monthly Monthly Monthly Monthly	R38,843,473 R54,675,358 R15,831,885 (R17,774,059) -48,17%	R38,843,473 R54,301,858 R15,458,385 (R17,400,559) -47,15%	R38,843,473 R45,121,118 R6,277,645 (R8,219,819) -22,28%
			No handovers were done for the month	Ward	May 2008 1 2 3 4 5 6 7 8 9 10	158 279,00 64 606,00 105 401,00 141 657,00 82 799,00 114 731,00 53 516,00 129 649,00 14 599,00 26 492,00 R891 729,00
					-	Investigated, discussed with MMC and implemented
						Reporting on the age analysis in terms of outstanding debt is included in monthly Section 71/72-financial reports to the Executive Mayor
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8. Determine outstanding government debt – Status quo report to MC	30/09/07	Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:	Total outstanding: (30, 60, 90 and 120 days included)	Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:	Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:																								
9. Determine outstanding debts informal settlements (Sicelo & Lakeside) – Status quo report to MC	31/08/07	Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:	<table> <tr> <td>Government</td> <td>R3 819 160.71</td> <td>Government:</td> <td>R3 629 155.66</td> </tr> <tr> <td>Business:</td> <td>R8 038 315.21</td> <td>Business:</td> <td>R8 248 612.82</td> </tr> <tr> <td>Households:</td> <td>R40 210 852.39</td> <td>Households:</td> <td>R38 734 574.79</td> </tr> <tr> <td>Other:</td> <td>R20 105 426.20</td> <td>Other:</td> <td>R19 367 287.39</td> </tr> <tr> <td>Total:</td> <td>R72 173 754.51</td> <td>Total:</td> <td>R69 979 630.66</td> </tr> </table>	Government	R3 819 160.71	Government:	R3 629 155.66	Business:	R8 038 315.21	Business:	R8 248 612.82	Households:	R40 210 852.39	Households:	R38 734 574.79	Other:	R20 105 426.20	Other:	R19 367 287.39	Total:	R72 173 754.51	Total:	R69 979 630.66	<table> <tr> <td>Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:</td> <td>Total outstanding: (30, 60, 90 and 120 days included)</td> </tr> </table>	Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:	Total outstanding: (30, 60, 90 and 120 days included)	<table> <tr> <td>Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:</td> <td>Total outstanding: (30, 60, 90 and 120 days included)</td> </tr> </table>	Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:	Total outstanding: (30, 60, 90 and 120 days included)
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2. Maintenance of assets MFMA – Section 63 Council's Asset Management Policy approved	<p>1. Supply accurate and up-to-date asset register to all sections – Confirmation of receipt</p> <p>2. Display inventory lists in all offices</p> <p>3. Provide update reports to all sections – Confirmation of receipt</p> <p>4. Manage and update of complete, accurate and computerized fixed asset register – Register</p> <p>5. Identify redundant items – Signed by HOD, MM & MMC</p> <p>6. Reporting of stolen/lost items in terms of operational procedures – Completed claim form</p> <p>7. Safeguarding of assets – Register of claims submitted to insurer</p>	30/06/07 Ongoing Monthly Monthly Monthly 31/10/07 30/04/08 Monthly Monthly	Done Done Done Done Done Done Done	Done Done Done Done Done Done Done	Annual stock count in progress in conjunction with appointed external service provider As per (1) above, inventory list are in the process to be updated and signed, where-after it will be displayed Corrected inventory lists were distributed and receipt acknowledged with the applicable signature to ensure correctness Register updated and value of assets will be reflected in annual financial statements Redundant list of items, as submitted by various departments, was compiled and submitted to Council for approval. Council approved list per item MC1799/05/2008 dated 20 May 2008 - No stolen/lost items were reported Register is maintained and controlled. Register is available for inspection

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	8. Co-ordinate and arrange public auction for identified redundant items	Bi-annually	Annual auction of redundant items, as approved by Council, held on 31 October 2007 in conjunction with Council's attorney	-	-
	9. Submit report on outcome to Council	Bi-annually	Reported on 31 March 2008	-	Maintenance done according to availability of budget
	10. Maintenance plan for infrastructure asset with a value of R100 000 prepared and submitted to Council – Council Resolution	Monthly	-	-	
	11. Compilation, approval and implementation of Policy in terms of Norms and Standards of replacement of normal operational assets – Policy approved by Council	31/11/07	Standard policy approved by Council – redundant list inspected by HOD, MM & MMC prior approval by Council	-	
3.	Financial Services IDP Ref: FIN7	Monthly	Balance 0 Received 238 Finalized 0 longer than 30 days Within 30 days 238 days Outstanding 0	Balance 0 Received 78 Finalized 72 longer than 30 days Within 30 days 6 days Outstanding 0	Balance 0 Received 95 Finalized 0 longer than 30 days Within 30 days 70 days Outstanding 25
	1. Maintain Query Register and attend to queries received within 30 days	31/08/07	Completed	-	
	2. Finalize financial statements as per legislation	Monthly	Done	Done	Done
	3. Payment of creditors within 30 days	Monthly	21 April 2008 R14,343,459.00	20 May 2008 R14,357,649	19 June 2008 R14,907,958.57
	4. Report on correct billing within time frames				

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	<p>5. Distribution of monthly accounts (27 000) as per agreed policy</p> <p>6. Distribute Indigent Policy to all stakeholders – Distribution List</p> <p>7. Implement Indigent Policy by maintaining turn around time to complete applications</p>	Monthly	An amount of 30 970 monthly accounts were posted on 29 April 2008	An amount of 30 518 monthly accounts were posted on 26 May 2008	-	An amount of 30 772 monthly accounts were posted on 24 June 2008	-																																												
		Monthly	Indigent Policy was distributed per Annexure Q included in the Council's minutes – Item C252/05/2007 dated 29 May 2007	Monthly																																															
				<p>New Applications</p> <table border="1"> <thead> <tr> <th>Applications ready for submission to Committee</th> <th>32</th> </tr> </thead> <tbody> <tr> <td>Applications received at Finance</td> <td>19</td> </tr> <tr> <td>Applications referred to Social</td> <td>19</td> </tr> <tr> <td>Applications received back from Social:</td> <td>21</td> </tr> <tr> <td>With Social:</td> <td>50</td> </tr> </tbody> </table>	Applications ready for submission to Committee	32	Applications received at Finance	19	Applications referred to Social	19	Applications received back from Social:	21	With Social:	50	<p>New Applications</p> <table border="1"> <thead> <tr> <th>Applications ready for submission to Committee</th> <th>32</th> </tr> </thead> <tbody> <tr> <td>Applications received at Finance</td> <td>19</td> </tr> <tr> <td>Applications referred to Social</td> <td>19</td> </tr> <tr> <td>Applications received back from Social:</td> <td>21</td> </tr> <tr> <td>With Social:</td> <td>50</td> </tr> </tbody> </table>	Applications ready for submission to Committee	32	Applications received at Finance	19	Applications referred to Social	19	Applications received back from Social:	21	With Social:	50	<p>New Applications</p> <table border="1"> <thead> <tr> <th>Applications ready for submission to Committee</th> <th>32</th> </tr> </thead> <tbody> <tr> <td>Applications received at Finance</td> <td>19</td> </tr> <tr> <td>Applications referred to Social</td> <td>19</td> </tr> <tr> <td>Applications received back from Social:</td> <td>21</td> </tr> <tr> <td>With Social:</td> <td>50</td> </tr> </tbody> </table>	Applications ready for submission to Committee	32	Applications received at Finance	19	Applications referred to Social	19	Applications received back from Social:	21	With Social:	50	<p>New Applications</p> <table border="1"> <thead> <tr> <th>Applications ready for submission to Committee</th> <th>32</th> </tr> </thead> <tbody> <tr> <td>Applications received at Finance</td> <td>19</td> </tr> <tr> <td>Applications referred to Social</td> <td>19</td> </tr> <tr> <td>Applications received back from Social:</td> <td>21</td> </tr> <tr> <td>With Social:</td> <td>50</td> </tr> </tbody> </table>	Applications ready for submission to Committee	32	Applications received at Finance	19	Applications referred to Social	19	Applications received back from Social:	21	With Social:	50				
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	8. Conduct monthly Indigent Screening Committee meetings – Agendas & Minutes	Monthly	No meeting was held	Meeting held May 2008	Monthly meeting held on 17 June 2008																									
4.1 Financial Viability – Debt Coverage (National KPI) <i>Where</i>	<p>1. Debt Coverage:</p> <table border="1"> <tr> <td>b/f</td> <td>132.5 %</td> </tr> <tr> <td>Jul '07</td> <td>108.9 %</td> </tr> <tr> <td>Aug '07</td> <td>111.1 %</td> </tr> <tr> <td>Sept '07</td> <td>196.4 %</td> </tr> <tr> <td>Oct '07</td> <td>126.2 %</td> </tr> <tr> <td>Nov '07</td> <td>123.2 %</td> </tr> <tr> <td>Dec '07</td> <td>120.7 %</td> </tr> <tr> <td>Jan '08</td> <td>119.5 %</td> </tr> <tr> <td>Febr '08</td> <td>118.5 %</td> </tr> <tr> <td>Mar '08</td> <td>118.7 %</td> </tr> <tr> <td>Apr '08</td> <td>117.4 %</td> </tr> <tr> <td>May '08</td> <td>117.1 %</td> </tr> <tr> <td>Jun '08</td> <td>115.4 %</td> </tr> </table> <p>A Represents debt Coverage</p> <p>B Total operating Revenue received</p> <p>C Operating grants – equitable share</p> <p>D Debt service payments due within the financial year</p>	b/f	132.5 %	Jul '07	108.9 %	Aug '07	111.1 %	Sept '07	196.4 %	Oct '07	126.2 %	Nov '07	123.2 %	Dec '07	120.7 %	Jan '08	119.5 %	Febr '08	118.5 %	Mar '08	118.7 %	Apr '08	117.4 %	May '08	117.1 %	Jun '08	115.4 %	<p>“a” = 117.4 %</p> <p>“b” = R220,072,231</p> <p>“c” = R25,819,701</p> <p>“d” = R165,396,658</p> <p>A = $\frac{B - C}{D}$</p>	<p>“a” = 117.1 %</p> <p>“b” = R242,117,699</p> <p>“c” = R28,984,666</p> <p>“d” = R181,936,324</p> <p>A = $\frac{B - C}{D}$</p>	<p>“a” = 145.4 %</p> <p>“b” = R329,601,151</p> <p>“c” = R40,937,366</p> <p>“d” = R198,475,990</p> <p>A = $\frac{B - C}{D}$</p>
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4.2 Outstanding debtors to revenue <i>Where</i>	<p>2. Outstanding service debtors to revenue:</p> <table border="1"> <tr> <td>b/f</td> <td>17.73 %</td> </tr> <tr> <td>Jul '07</td> <td>190.39 %</td> </tr> <tr> <td>Aug '07</td> <td>105.07 %</td> </tr> <tr> <td>Sept '07</td> <td>65.91 %</td> </tr> <tr> <td>Oct '07</td> <td>51.68 %</td> </tr> <tr> <td>Nov '07</td> <td>44.48 %</td> </tr> <tr> <td>Dec '07</td> <td>38.84 %</td> </tr> <tr> <td>Jan '08</td> <td>34.38 %</td> </tr> <tr> <td>Febr '08</td> <td>29.06 %</td> </tr> <tr> <td>Mar '08</td> <td>26.19 %</td> </tr> <tr> <td>Apr '08</td> <td>24.84 %</td> </tr> <tr> <td>May '08</td> <td>22.43 %</td> </tr> <tr> <td>Jun '08</td> <td>13.69 %</td> </tr> </table> <p>A Represents outstanding service debtors to Revenue B Total outstanding Service debtors C Annual revenue Actually received for services</p>	b/f	17.73 %	Jul '07	190.39 %	Aug '07	105.07 %	Sept '07	65.91 %	Oct '07	51.68 %	Nov '07	44.48 %	Dec '07	38.84 %	Jan '08	34.38 %	Febr '08	29.06 %	Mar '08	26.19 %	Apr '08	24.84 %	May '08	22.43 %	Jun '08	13.69 %	<p>Monthly</p> <p>"a" = 24.84 % "b" = R54,675,358 "c" = R220,072,231</p> <p>A = $\frac{B}{C}$</p>	<p>"a" = 22.43 % "b" = R54,301,858 "c" = R242,117,699</p> <p>A = $\frac{B}{C}$</p>	<p>"a" = 13.69 % "b" = R45,121,188 "c" = R329,601,151</p>
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4.3 Cost coverage Where	<p>3. Cost Coverage:</p> <table border="1"> <tr> <td>A</td> <td>b/f 2.75 times</td> </tr> <tr> <td>Represents cost Coverage</td> <td>Jul '07 1.99 times</td> </tr> <tr> <td>B</td> <td>Aug '07 2.34 times</td> </tr> <tr> <td>All available cash at a particular time</td> <td>Sept '07 2.39 times</td> </tr> <tr> <td>C</td> <td>Oct '07 1.96 times</td> </tr> <tr> <td>Investments</td> <td>Nov '07</td> </tr> <tr> <td>D</td> <td>Dec '07 1.41 times</td> </tr> <tr> <td>Monthly fixed operating expenditure</td> <td>Jan '08 1.55 times</td> </tr> <tr> <td></td> <td>Febr '08 2.20 times</td> </tr> <tr> <td></td> <td>Mar '08 1.24 times</td> </tr> <tr> <td></td> <td>Apr '08 1.26 times</td> </tr> <tr> <td></td> <td>May '08 2.90 times</td> </tr> <tr> <td></td> <td>Jun '08 0.93 times</td> </tr> </table>	A	b/f 2.75 times	Represents cost Coverage	Jul '07 1.99 times	B	Aug '07 2.34 times	All available cash at a particular time	Sept '07 2.39 times	C	Oct '07 1.96 times	Investments	Nov '07	D	Dec '07 1.41 times	Monthly fixed operating expenditure	Jan '08 1.55 times		Febr '08 2.20 times		Mar '08 1.24 times		Apr '08 1.26 times		May '08 2.90 times		Jun '08 0.93 times	Monthly	<p>"a" = 1.26 Times</p> <p>"b" = R5,822,889</p> <p>"c" = R23,000,000</p> <p>"d" = R22,879,117</p> <p>A = $\frac{B+C}{D}$</p>	<p>"a" = 2.90 Times</p> <p>"b" = R23,257,957</p> <p>"c" = R43,000,000</p> <p>"d" = R22,879,117</p> <p>A = $\frac{B+C}{D}$</p>	<p>"a" = 0.93 Times</p> <p>"b" = R1,461,986</p> <p>"c" = R25 000,000</p> <p>"d" = R28,567,057</p> <p>A = $\frac{B+C}{D}$</p>
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5. Monthly budget statements IDP Ref: FIN1	1. Compile and submit monthly financial report in terms of the MFMA to MC before the 10 th of each month – MC resolution	Monthly	MC1858/06/2008 18 June 2008	Submitted into reporting system on 24 June 2008 Approved by Mayoral Committee per item MC1948/08/2008 dated 19 August 2008	Submitted into reporting system on 22 July 2008 Approved by Mayoral Committee per item MC1949/08/2008 dated 19 August 2008																										

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
6. Budget Management MFMA – Chapter 4	<p>1. Compile and submit budget as per approved legislation</p> <p>2. Control and report on income and expenditure on budget as per approved legislation</p> <p>3. Establish Budget Steering Committee as per Terms of Reference and conduct monthly meetings</p>	Monthly	<p>Operational budget: Approved: R342,804,679 Expenditure: R207,188,771 60.44 %</p> <p>Capital Approved: R93,416,815 Expenditure: R40,628,007 43.49 %</p>	<p>Final approval of 2008/2009-budget approved by Council on 29 May 2008</p> <p>Operational budget: Approved: R342,804,679 Expenditure: R230,420,025 67.22 %</p> <p>Capital Approved: R93,416,815 Expenditure: R51,632,354 55.27 %</p> <p>No meeting was held due to completion of new budget</p> <p>No meeting was held during April 2008 due to compilation and approval of new budget</p>	<p>Budget ready for implementation on 1 July 2008</p> <p>Operational budget: Approved: R342,804,679 Expenditure: R32,382,695 96.96 %</p> <p>Capital Approved: R93,416,815 Expenditure: R83,144,159 89 %</p> <p>No meeting was held due to completion of new budget</p>
7. Supply Chain Management MFMA – Chapter 11	<p>1. Review current Supply Chain Policy in line with new legislation and obtain approval by Council</p> <p>2. Update and distribute new Vendor Data Base – Updated List</p> <p>3. Distribute agendas & minutes for Bid Adjudication Committee as per approved policy</p>		<p>30/11/07</p> <p>Quarterly</p> <p>Weekly</p>	<p>-</p> <p>-</p> <p>Meetings were held on: 1 April 2008 8 April 2008 15 April 2008 22 April 2008</p>	<p>-</p> <p>-</p> <p>Meetings were held on: 3 June 2008 24 June 2008 26 June 2008</p>

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
					PERFORMANCE STATUS ON 30 JUNE 2008
1. Capital Items	<p>1. Purchasing of office furniture and equipment – Project Ref: FIN001 – R376 200 YTD: R330 937.90</p> <p>2. Purchasing of printer – Project Ref: FIN002 - R35 000 YTD: R31 681.75</p> <p>3. Purchasing of two notebooks – R20 000 YTD: R20 368.62</p>	<p>31/03/08</p> <p>31/03/08</p> <p>31/03/08</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>	<p>87 % expenditure</p> <p>90 % expenditure</p> <p>101 % expenditure</p>

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

FUNCTIONAL AREAS

2007/2008

MANAGEMENT SERVICES

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
1. Maintenance of assets MFMA - Section 63	<ul style="list-style-type: none"> 1. Confirm receipt of accurate and up-to-date asset register from Finance Services - Confirmation of receipt 2. Display inventory lists in all offices – Inspection by HOD 3. Provide update reports to all sections – Confirmation of receipt 4. Identify redundant items – Signed by HOD, MM & MMC 5. Reporting of stolen/lost items in terms of operational procedures – Completed claim form 6. Maintenance plan for infrastructure asset with a value of R100 000 prepared and submitted to Council – Council Resolution 	<ul style="list-style-type: none"> 30/06/07 Ongoing Monthly 31/10/07 30/04/08 Monthly Monthly 	<ul style="list-style-type: none"> - - - - - - 	<ul style="list-style-type: none"> Annual stock count in progress in conjunction with the Department: Finance Services and appointed external service provider As per (1) above, inventory list are in the process to be updated and signed, whereafter it will be displayed Corrected inventory lists were distributed and receipt acknowledged with the applicable signature to ensure correctness Done and submitted to Finance Department as per resolution MC1799/05/2008 dated 20 May 2008 No stolen/lost items were reported Maintenance and upgrading of various buildings in process according to allocated budget and approval by Mayoral Committee Resolution dated 12 May 2008 	

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
2. Employment Equity Plan IDP Ref: HR2 (National KPI)	<ol style="list-style-type: none"> 1. Implement Employment Equity Plan 2007 – 2011 – Council Resolution 2. Submit Employment Equity Report to the Department of Labour - Letter of submission 3. Monitor appointments in terms of the Employment Equity Plan 2007 – 2011 – Quarterly Reports to MC 4. Submit status quo report in terms of five year Employment Equity Plan 2007 - 2011 for Midvaal to Department of Labour 	30/08/2007 30/12/2007 Quarterly 30/03/2008	Council Resolution outstanding. Employment Equity Plan 2007 – 2011 approved at LLF on 17 May 2007 and submitted to HOD's on 26 June 2007. Resolution taken on 26 June 2007 – That the item be withdrawn by the Director: Management Services. Report resubmitted on 31 Oct 07 to Corporate Services. Referred back on 6 Nov '07 for amendment and resubmission.	-	Revision of Employment Equity Plan delayed by Department of Labour's visit for inputs on Employment Equity Plan
3. Labour Relations & Conditions of Service	<ol style="list-style-type: none"> 1. Ensure compliance with time frames in terms of disciplinary procedures 2. Issue charge sheets within 30 days after receiving request from HOD's – Labour Relations Register and Disciplinary Hearings Register maintained 3. Co-ordinate and arrange Local Labour Forum meetings as per approved year planner – Quarterly reports 	Monthly Ongoing Monthly	Three disciplinary hearings were conducted for the Department Development & Planning & Engineering Services Register is updated and maintained. No deviations can be reported	Two disciplinary hearings were conducted for the Department Engineering Services One deviation can be reported, namely that the request for disciplinary action was received on 13 March 2008 and the charge sheet issued on 15 May 2008	Four disciplinary hearings were conducted for the Department Engineering Services & Finance Services Register is updated and charge sheets issued according to stipulations
4. Occupational Health & Safety IDP Ref: HR3	<ol style="list-style-type: none"> 1. Update and monitor Occupational Health & Safety Reps - Register 	Monthly	LLF Meeting was held on 24 April 2008 as determined according to year planner	LLF Meeting was held on 22 May 2008 as determined according to year planner	LLF Meeting was held on 19 June 2008 as determined according to year planner
			No new appointments were made	No new appointments were made	No new appointments were made

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
	<p>2. Arrange and conduct Central Health & Safety Meetings – (Agendas & Minutes)</p> <p>3. Liaise with contractors in regard to Council's Health & Safety Policy – Proof of Notification</p>	Quarterly	-	<p>Central Health & Safety Meeting was not held. A meeting was held between the Safety Representatives & Occupational Health & Safety Officer on 28 May 2008. Minutes compiled and distributed.</p> <p>Only applicable when projects are done internally</p>	<p>-</p> <p>No internal construction projects are done by Council</p>
5. Skills Development Plan (WSP) IDP Ref: HR7	<p>1. Drafting of WSP 2007/2008 for Mid-vaal (Plan)</p> <p>2. Submit plan to LGWSETA - Letter of submission</p>	30/06/2007 30/08/2007	Done Submitted on 30 June 2007	-	<p>-</p> <p>Workplace Skills Plan 2008/2009 and Annual Training Report 2007/2008 submitted to LGSETA on 26 June 2008</p>
6. Employee Assistance Programme & HIV/AIDS Workplace Programme IDP Ref: HR4	<p>1. Render assistance to identified officials – Register</p> <p>2. Conduct monthly follow-ups and report progress to HODs, where applicable</p> <p>3. Implement all actions on HIV/AIDS Workplace Programme – Year Plan</p>	Monthly	<p>Eleven officials received assistance in regard to poor health, work performance problems, ill health, bereavement and work related problems</p> <p>Various follow-ups were conducted</p> <p>No activities took place during the month</p>	<p>Seven officials received assistance in regard to poor health, work performance problems, ill health, bereavement and work related problems</p> <p>Various follow-ups were conducted</p> <p>Steering Committee Meeting was held on 29 May 08</p>	<p>Six officials received assistance in regard to ill health, retirement, family problems, maintenance problems, bereavement depression, poor work attendance and poor health problems</p> <p>Various follow-ups were conducted</p> <p>Steering Committee Meeting was held on 26 June '08</p>

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
	4. Quarterly progress reports to MC – MC Resolution	Quarterly	Quarterly report for Jan – March 2008 submitted to Mayoral Committee	-	Quarterly report for April – June 2008 to be compiled and submitted to Mayoral Committee
7. Personnel management IDP Ref: HR2	1. Distribute monthly leave reports to Heads of Departments – Proof of Receipt 2. Recruit and conduct interviews as per approved policies – Recruitment to be completed within 6 weeks after receipt of request 3. Co-ordinate and monitor administration in terms of benefits as per approved policies 4. Investigate and report on succession plan	30/09/07 Ongoing Monthly Quarterly	- Appointments: 22 Decreased: 0 Retired: 0 Resignation: 3 Dismissed: 0 Policy approved by Council per item C254/07/2007 dated 26 July 2007	- Appointments: 7 Decreased: 1 Retired: 0 Resignation: 2 Dismissed: 0 -	Monthly leave reports are printed and distributed to departments for verification with departmental records Appointments: 2 Decreased: 1 Retired: 1 Resignation: 2 Dismissed: 1 -
8. Training IDP Ref: HR1	1. Arrange training according to identified skills gaps – HOD Agendas 2. Co-ordinate ABET training programme – Documentation available 3. Monitor performance of training service providers – Monthly reports	Ongoing Ongoing Ongoing	No training was conducted during the month ABET training is conducted every Thursday for the identified officials of Council -	Nine various training sessions were conducted which were attended by 43 officials ABET training is conducted every Thursday for the identified officials of Council Done in collaboration with relevant head of department	One training session was attended by the Occupational Health & Safety Officer ABET training is conducted every Thursday for the identified officials of Council -

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
1. Capital Items	<p>1. Procure office furniture for new appointees – R34 500.00 Project Ref: MAN001 YTD: R31 240.00</p> <p>2. Procure and install new computer for new appointees – R28 500.00 Project Ref: MAN002 YTD: R23 697.09</p> <p>3. Procure three new laptops for new appointees – R40 000.00 Project Ref: MAN003 YTD: R35 856.72</p>	30/06/08 30/06/08 30/06/08	- - -	- - -	90 % expenditure 83 % expenditure 89 % expenditure
					<p>Total Capital Budget: 103 000.00 Total Expenditure: 90 793.81 Balance: 12 206.19</p> <p>% Expenditure: 88 %</p>

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

FUNCTIONAL AREAS

2007/2008

CORPORATE SERVICES

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON		PERFORMANCE STATUS ON 30 JUNE 2008
			30 APRIL 2008	31 MAY 2008	
1. Maintenance of assets MFMMA – Section 63	1. Confirm receipt of accurate and up-to-date asset register from Finance Services – Confirmation of receipt	30/06/07	-	-	Annual stock count in progress in conjunction with the Department: Finance Services and appointed external service provider
	2. Display inventory lists in all offices – Inspection by HOD	Ongoing	-	-	As per (1) above, inventory list are in the process to be updated and signed, whereafter it will be displayed
	3. Provide update reports to all sections – Confirmation of receipt	Monthly	-	-	Corrected inventory lists were distributed and receipt acknowledged with the applicable signature to ensure correctness
	4. Identify redundant items – Signed by HOD, MM & MMC	31/10/07 30/04/08	None at this stage	To be done as required	Done and submitted to Finance Department as per resolution MC1799/05/2008 dated 20 May 2008
	5. Reporting of stolen/lost items in terms of operational procedures – Completed claim form	Monthly	None	None reported	No stolen/lost items were reported
	6. Maintenance plan for infrastructure asset with a value of R100 000 prepared and submitted to Council – Council Resolution	As required	-	-	Maintenance and upgrading of various buildings in process according to allocated budget and approval by Mayoral Committee Resolution dated 12 May 2008

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
2. Communication IDP Ref: SUP2 IDP Ref: SUP7 IDP Ref: SUP10	<p>1. Maintain and co-ordinate complaints register</p> <p>2. Submit outstanding correspondence report to HOD's</p> <p>3. Distribute correspondence as per policy (incoming post daily to ED at 15:00 distribute following morning before 09:00)</p> <p>4. Distribute internal telephone accounts to all departments before the 5th of each month and forward departmental internal telephone accounts, to Finance for recouping from official's salaries monthly before the 10th - Signature of HOD on deduction list</p> <p>5. Maintain telephone database by issuing codes, deleting resigned employees and distribute updated list to all departments – Letter of Receipt</p> <p>6. Compile and implement Communications Plan</p>	<p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p>	<p>-</p> <p>Included in HOD agenda</p> <p>Done daily</p> <p>Monthly telephone accounts were distributed to the various departments. Every departmental head to ensure that deductions are submitted timely to the Department Finance Services for deduction</p> <p>Monthly maintenance is done to database and saved on the share directory for all to access</p> <p>-</p>	<p>-</p> <p>Included in HOD agenda</p> <p>Done daily</p> <p>Monthly telephone accounts were distributed to the various departments. Every departmental head to ensure that deductions are submitted timely to the Department Finance Services for deduction</p> <p>Monthly maintenance is done to database and saved on the share directory for all to access</p> <p>-</p>	<p>Envisaged target date for implementation of new revised system linked to departments and Records per service provider is 31 Aug '08</p> <p>Included in HOD agenda of 29 July 2008</p> <p>Done daily</p> <p>Monthly telephone accounts were distributed to the various departments. Every departmental head to ensure that deductions are submitted timely to the Department Finance Services for deduction</p> <p>Monthly maintenance is done to database and saved on the share directory for all to access</p> <p>Process reviewed and submitted to Executive Mayor, Speaker, MMCs and HODS on how to communicate</p>

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
3. Update of Municipal By-Laws IDP Ref: SUP18	<ol style="list-style-type: none"> 1. Determine priority list for by-laws to be promulgated 2. Submitted to Council for approval 3. Public Participation Process completed 4. Council Resolution to promulgate by-laws obtained 	30/09/07	-	-	<p>By-laws promulgated:</p> <ul style="list-style-type: none"> - Street Trading - Fire & Emergency - Additional to Cultural & Diversity
5. Council Buildings IDP Ref: SUP8 IDP Ref: SUP3	<p>Maintain inside and outside of Council's buildings by:</p> <ul style="list-style-type: none"> • Conducting weekly inspections according to inspection list • Issuing works order to conduct repairs • Confirm completion of repairs and maintenance 	Weekly	Daily, weekly and monthly inspections are done. Inspection forms are signed off weekly by supervisor and monthly by HOD	Daily, weekly and monthly inspections are done. Inspections are signed off weekly by supervisor and monthly by HOD	Inspection process reviewed, inspection forms compiled, printed and implemented. Inspections are done daily, weekly and monthly. Inspection forms are signed off weekly by supervisor and monthly by HOD

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
6. Provision of Council administration IDP Ref: SUP4 IDP Ref: SUP5 IDP Ref: SUP6	1. Provision of Council and Council structures agendas and minutes as per policy (all weekly agendas to go out on Fridays and minutes within 5 working days) and render support to Council and Councillors	Weekly	Distribution of agendas and minutes are constantly monitored by Head of Department. Delivery Sheets are verified and signed off by Sectional Head and filed accordingly. Such documents are available for inspection at the Records Section	Distribution of agendas and minutes are constantly monitored by Head of Department. Delivery Sheets are verified and signed off by Sectional Head and filed accordingly. Such documents are available for inspection at the Records Section	Distribution of agendas and minutes are constantly monitored by Head of Department. Delivery Sheets are verified and signed off by Sectional Head and filed accordingly. Such documents are available for inspection at the Records Section
7. Ward Committee Administration IDP Ref: SUP23 IDP Ref: SUP27 IDP Ref: SUP28	Provide administrative support to ward councillors in terms of year planner by: <ul style="list-style-type: none"> Distributing agendas and minutes Report on meetings held according to year planner Report to Mayoral Committee 	Monthly	2 nd Peoples Assembly Meeting held on 19 April 2008	The following meetings were scheduled and held accordingly: Ward 1: 18 May Ward 2: 6 May Ward 3: 8 May Ward 4: 7 May Ward 5: 13 May Ward 6: 14 May Ward 7: 19 May Ward 8: 20 May Ward 9: 27 May Ward 10: 26 May	No meetings were scheduled for June 2008
8. Capital Items IDP Ref: SUP14 IDP Ref: SUP1	A. Corporate Services <ol style="list-style-type: none"> Purchase and complete alterations to buildings for additional office accommodation on Portion 158 of 159 of Erf 1053, Meyerton - R9 800 000.00 (2006/07 - Roll over) Project Ref: CORP005 YTD: R8 301 579.79 	30/06/08	-	-	84.70 % expenditure

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
	<p>2. Procure new mayoral vehicle R370 000.00 (2006/07 – Roll over) Project Ref: CORP006 YTD: R368 440.02</p> <p>3. Procure and install additional air conditioners in offices at Corporate Services – R75 000.00 Project Ref: CORP001 YTD: R65 292.00</p> <p>4. Procure and install Braille Computer with Software at Switchboard – R25 000 (Roll Over) Project Ref: CORP002 YTD: R17 317.13</p> <p>5. Procure additional office furniture at Corporate Services – R40 000 Project Ref: CORP003 YTD: R37 517.00</p> <p>6. Install additional filing cabinets at Records – R137 500.00 Project Ref: CORP004 YTD: R130 237.24</p>	<p>30/06/08</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>99.57 % expenditure</p> <p>87.05 % expenditure</p> <p>69.26 % expenditure</p> <p>93.79 % expenditure</p> <p>94.71 % expenditure</p>	

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
	<p>7. Procure one Laptop – R10 000.00 Project Ref: CORP007 YTD: R20 368.60</p> <p>8. Repairs to Council Buildings R100 000.00 Project Ref: CORP008 YTD: R21 545.21</p> <p>10. Installation of security at Mayoral Parlour – R30 000.00 Project Ref: CORP 009 YTD: R0</p> <p>11. Purchase of one fire arm – R9 000.00 Project Ref: CORP010 YTD: R7 622.81</p> <p>B. Municipal Manager</p> <p>12. Procure and install air conditioners at the Office of the Municipal Manager – R10 000.00 Project Ref: MM001 YTD: R8 231.00</p> <p>13. Procure Notebook – R11 300.00 Project Ref: MM002 YTD: R22 702.02</p>	<p>30/06/08</p> <p>-</p>	<p>-</p>	<p>203.68 % expenditure</p> <p>21.54 % expenditure</p> <p>0 % expenditure – kept in abeyance until completion of building activities. Guard is placed to do access control</p> <p>84.69 % expenditure</p> <p>82.31 % expenditure</p> <p>92.66 % expenditure</p>	

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
	<p>14. Procure office furniture – R40 000.00 Project Ref: MM003 YTD: R35 087.72</p> <p>C. Councillors</p> <p>15. Procure and install air conditioner at the Offices of the Councillors – R50 000.00 Project Ref: CNL001 YTD: R20 802.13</p> <p>16. Procure and install a computer at the Offices of the Councillors – R15 000.00 Project Ref: CNL002 YTD: R6 000.00</p> <p>17. Procure additional furniture at the Office of the Councillors – R60 000.00 Project Ref: CNL003 YTD: R57 712.00</p> <p>18. Procure Notebook – R11 300.00 Project Ref: CNL004 YTD: R9 859.28</p>	<p>30/06/08</p> <p>-</p> <p>30/06/08</p> <p>-</p> <p>30/09/07</p> <p>-</p> <p>30/06/08</p> <p>-</p> <p>30/06/08</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>87.71 % expenditure</p> <p>41.60 % expenditure</p> <p>40 % expenditure</p> <p>96.18 % expenditure</p> <p>87.25 % expenditure</p>	

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
D. Speaker's Office	19. Procure and install a air conditioner at Auxiliary Services – R10 000.00 Project Ref: AUX001 YTD: R8 668.00	30/06/08	-	-	86.68 % expenditure
	20. Procure additional office furniture at Auxiliary Services – R32 000.00 Project Ref: AUX002 YTD: R11 816.25	30/06/08	-	-	36.92 % expenditure
	21. Procure a computer for Auxiliary Services – R12 000.00 Project Ref: AUX003 YTD: R12 000.00	30/06/08	-	-	100 % expenditure
E. Public Relations Officer	22. Procure and install an air conditioner – R5 000.00 Project Ref: PRO001 YTD: R0	30/06/08	-	-	0 % expenditure
F. Legal & PMS	23. Procure office furniture – R12 000.00 Project Ref: PMS001 YTD: R0	30/06/08	-	-	0 % expenditure. Vacancy not yet filled
	24. Procure a computer – R9 800.00 Project Ref: PMS002 YTD: R9 800.00	30/06/08	-	-	100 % expenditure

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
Total Capital Budget:	10 888 100.00				
Total Expenditure:	9 172 598.18				
Balance:	1 715 501.82				
% Expenditure	84 %				

QUARTERLY REPORT ON SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN
2007/2008

ENGINEERING SERVICES

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
1. Maintenance of assets MFMA – Section 63	<p>1. Confirm receipt of accurate and up-to-date asset register from Finance Services – Confirmation of receipt</p> <p>2. Display inventory lists in all offices – Inspection by HOD</p> <p>3. Provide update reports to all sections – Confirmation of receipt</p> <p>4. Identify redundant items – Signed by HOD, MM & MMC</p> <p>5. Reporting of stolen/lost items in terms of operational procedures – Completed claim form</p> <p>6. Maintenance plan for infrastructure asset with a value of R100 000 prepared and submitted to Council – Council Resolution</p>	<p>30/06/07</p> <p>Ongoing</p> <p>Monthly</p> <p>31/10/07 30/04/08</p> <p>Monthly</p> <p>Monthly</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>As per (1) above, inventory list are in the process to be updated and signed, whereafter it will be displayed</p> <p>Corrected inventory lists were distributed and receipt acknowledged with the applicable signature to ensure correctness</p> <p>Done and submitted to Finance Department as per resolution MC1799/05/2008 dated 20 May 2008</p> <p>No stolen/lost items were reported</p> <p>Maintenance and upgrading of various buildings in process according to allocated budget and approval by Mayoral Committee Resolution dated 12 May 2008</p>	

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08	
					Cleansing:	Electrical:
2. Administrative Support	<p>1. Maintain and co-ordinate reporting of complaints register issues;</p> <ul style="list-style-type: none"> - Number of complaints received - Number of complaints addressed within 7 days - Number of complaints outstanding - Return works orders within 5 days after completion – 	Monthly	Cleansing: Electrical: Roads: Sewer: Water:	234 31 45 130 383	Cleansing: Electrical: Roads: Sewer: Water:	244 16 15 124 289
		Monthly	Cleansing: Electrical: Roads: Sewer: Water:	234 15 25 130 75	Cleansing: Electrical: Roads: Sewer: Water:	174 5 18 124 38
		Monthly	Cleansing: Electrical: Roads: Sewer: Water:	0 6 11 0 136	Cleansing: Electrical: Roads: Sewer: Water:	1 1 5 0 113
		Weekly				
					4	3
					172	3
					130	172
					9	0
					234	174

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
3. Mechanical Workshop	<p>1. Maintain Council's fleet according to policy</p> <ul style="list-style-type: none"> - time taken for repairs - number of repairs done internally / externally - Rand value of repairs per department 	<p>Ongoing</p> <p>Monthly</p>	<p>Ongoing</p> <p>Register is implemented and maintained</p>	<p>Ongoing</p> <p>Register is implemented and maintained</p>	<p>Ongoing</p> <p>Register is implemented and maintained</p>

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
4. Roads & Storm Water	<p>1. Maintain gravel roads – starting and completing each ward – a total of ± 565.6 km – complete grading in each ward (not related to days/weeks)</p> <p>2. Patch & reseal tar roads – per ward as needs occur. Reseal roads as per IDP in consultation with ward councillors – complete patching and resealing per ward as per IDP, ward Councillor and MMC</p>	Monthly Monthly	As per programme and where required as result of rain As per approved programme	As per programme and where required as result of rain As per approved programme	As per programme and where required as result of rain As per approved programme
5. Sewer & Purification	<p>1. Compile and implement maintenance programme for all reticulation systems - Maintenance Programme</p> <p>2. Report monthly on maintenance and repair conducted to all reticulation systems</p> <p>3. Compile priority list in terms of audit report as conducted by Ilifa and investigate alternative funding according to priority list – MC Resolution</p> <p>4. Audit report on pumps and pump stations by ILCA Trading – MC Resolution</p>	31/07/07 Monthly Quarterly Monthly	As required Cleaned and maintained Duiker, Kroonarend and Leeuw Street sewer lines Outstanding Done, contractor on site	As required Cleaned Carvalho Street sewer line Outstanding Contractor progressing according to plan	As and when required due to spillages Repaired sewer lines and connection points at : 54 Takbok Street 20 Pretorius Street 11 Demne Street 1468 Lakeside Ext 1 35 River Road Kliprivier & Meyerton Farms Outstanding Project completed

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08	
					Outstanding	Outstanding
6. Water Services	<ol style="list-style-type: none"> 1. Compile and implement maintenance programme for all water connections and water pump stations – Maintenance Programme 2. Maintain and repair water connections according to programme within 21 days after request – Completed works orders 3. Monthly report on: <ul style="list-style-type: none"> • Repairs; • Installations/Connections 4. Return works orders within 5 days after completion – Up-dated Register 	<p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Ongoing</p>	<p>Outstanding</p> <p>202 works orders received from Finance for attention</p> <p>359 22</p> <p>Ongoing</p>	<p>276 works orders received from Finance for attention</p> <p>260 21</p> <p>Ongoing</p>	<p>271 works order received from finance for attention</p> <p>219 21</p> <p>Ongoing</p>	<p>Daily</p> <p>Ongoing</p> <p>Daily</p> <p>Ongoing</p>
7. Cleansing & Solid Waste IDP Ref: ENG188 IDP Ref: ENG122	<ol style="list-style-type: none"> 1. Refuse collection according to programme – Approved Programme 2. Updating and maintenance of skip register – Updated Register 3. Maintain street cleansing programme 4. Maintenance of land fill sites – Inspection by MMC 5. Recycling programme – Henley-on-Klip 	<p>Daily</p> <p>Ongoing</p> <p>Daily</p> <p>Ongoing</p> <p>Mondays & Tuesdays</p>	<p>Daily</p> <p>Ongoing</p> <p>Daily</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Daily</p> <p>Ongoing</p> <p>Daily</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Daily</p> <p>Ongoing</p> <p>Daily</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Daily</p> <p>Ongoing</p> <p>Daily</p> <p>Ongoing</p> <p>Ongoing</p>

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
8. Electricity	<ol style="list-style-type: none"> 1. Maintenance of streetlights according to specific areas allocated – Maintenance Programme 2. Maintenance of electricity reticulation 3. Demand Site Management (DSM – Ripple Control) – progress report 4. Forward planning for network extensions to cater for new developments 5. Monthly report on: <ul style="list-style-type: none"> • Conversions to Prepaid; • Industrial connections; • New Prepaid. 	<p>Weekly</p> <p>Monthly</p> <p>Monthly</p> <p>Quarterly</p> <p>Monthly</p>	<p>Ongoing</p> <p>Tender of OCB Inspection of overhead lines Boltonwold Inspection of Chrissiesfontein & Vorster Park lines</p> <p>House investigation Motta Engineering ² Investigation Process Ripple Control</p> <p>Planning for Kookrus Riversdale & Kookrus in Process</p> <p>21 1 9</p>	<p>Ongoing</p> <p>Tender of OCB Inspections of overhead lines ? Ophir Estates Inspection of Ocon Line</p> <p>Waiting for report Motta Engineering - Investigation Process M1 Sub Investigation</p> <p>Kookrus in Process Riversdale in Process</p> <p>14 1 6</p>	<p>27</p> <p>OCB Installation Inspection of sub-station OCB Tender of O.C.B.</p> <p>Received report Motta Engineering - Investigation Process House Investigation</p> <p>Riversdale in process Kookrus in process</p> <p>33 0 11</p>
9. Capital Items	<ol style="list-style-type: none"> 1. Sewer network extensions - Riversdale (R15 000 000) - R4 500 000.00 YTD: R4 433 145.49 2. Sewer network extensions - Henley-on-Klip (R17 000 000.00) - R4 500 000.00 YTD: R4 525 832.34 	<p>30/06/2008</p> <p>30/06/2008</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>	<p>98.51 % expenditure</p> <p>100.57 % expenditure</p>

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
3. Sewer network extensions – Kookrus (R9 500 000.00) – R3 500 000.00 YTD: R3 499 999.14	30/06/2008	-	-	-	99.99 % expenditure
4. Vaal Marina Bulk Phase 2 (Koppiesfontein) – R2 000 000.00 YTD: R1 864 533.42	30/06/2008	-	-	-	93.22 % expenditure
5. Ohinemuri Re-route sewer – R250 000.00 YTD: R249 014.03	30/06/2008	-	-	-	99.60 % expenditure
6. Midvaal Sewer Network Remedial Work (Meyerton Farms – Sicelo) – R1 400 000.00 YTD: R1 400 000.00	30/06/2008	-	-	-	100 % expenditure
7. Riversdale Sewer Reticulation Remedial Work – R7 000 000.00 YTD: R6 924 349.28	30/06/2008	-	-	-	98.91 % expenditure
8. Sewerage Pump Upgrade – R4 000 000.00 YTD: R3 999 999.00	30/06/2008	-	-	-	99.99 % expenditure
9. Sanitation to informal settlements – R176 500.00 YTD: R87 960.18	30/06/2008	-	-	-	49.83 % expenditure
10. Vaal Marina Upgrade Water Care – R1 800 000.00 YTD: R1 800 000.00	30/06/2008	-	-	-	100 % expenditure

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
	11. Meyerton Upgrade Water Care Works – R5 600 000.00 YTD: R5 600 000.00	30/06/2008	-	-	100 % expenditure
	12. VaalMarina Upgrade Water Care Works – R2 450 000.00 YTD: R2 450 000.00	30/06/2008	-	-	100 % expenditure
	13. Two Standby Generators – R1 200 000.00 YTD: R1 013 545.54	30/06/2008	-	-	84.46 % expenditure
	14. Upgrade laboratory facilities – R100 000.00 YTD: R93 919.71	30/06/2008	-	-	93.91 % expenditure
	15. New change room and toilet facilities – R50 000.00 YTD: R20 894.25	30/06/2008	-	-	59.78 % expenditure
	16. Street Bins – R10 000.00 YTD: R8 610.00	30/06/2008	-	-	86.10 % expenditure
	17. New Skip Bins – R100 000.00 YTD: R100 000.00	30/06/2008	-	-	80.50 % expenditure
	18. New Offices/stores/toilets/changes – R50 000.00 YTD: R49 714.35	30/06/2008	-	-	99.42 % expenditure
	19. Henley-on-Klip Landfill (Roll over) – R700 000.00 YTD: R107 412.41	30/06/2008	-	-	15.34 % expenditure – Balance rolled over to new financial year

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
	20. Wash Bay – R60 500.00 YTD: R60 500.00	30/06/2008	-	-	100 % expenditure
	21. Pave Bell Road (Phase 1 and 2) – R1 803 715.00 YTD: R1 794 597.90	30/06/2008	-	-	99.49 % expenditure
	22. Sicelo roads gravel to tar – R1 000 000.00 YTD: R989 594.60	30/06/2008	-	-	98.95 % expenditure
	23. New tar roads (Gravel to Tar) – R3 000 000.00 YTD: R2 142 669.10	30/06/2008	-	-	71.42 % expenditure
	24. Upgrading of tar roads – R1 500 000.00 YTD: R1 436 421.40	30/06/2008	-	-	95.76 % expenditure
	25. Storm water upgrade – Japonica Avenue, Golf Park – R450 000.00 YTD: R444 998.70	30/06/2008	-	-	98.88 % expenditure
	26. Network extensions – R1 362 395.00 YTD: R1 224 771.00	30/06/2008	-	-	89.89 % expenditure
	27. 2 New Wacker Compactors – R64 300.00 YTD: R56 400.00	30/06/2008	-	-	87.71 % expenditure
	28. 2 New Wacker Breaker – R64 000.00 YTD: R55 940.00	30/06/2008	-	-	87.40 % expenditure

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
	29. New Bomag 65 roller plus trailer - R163 305.00 YTD: R143 250.00	30/06/2008	-	-	87.71 % expenditure
	30. 20 Ton Hydraulic Jack – R25 000.00 YTD: R16 236.84	30/06/2008	-	-	64.94 % expenditure
	31. Risiville Bulk Water – R750 000.00 YTD: R590 035.18	30/06/2008	-	-	78.67 % expenditure
	32. Connections (new network connections) – R250 000.00 YTD: R217 627.35	30/06/2008	-	-	87.05 % expenditure
	33. Water Loss Management Initiative – R1 000 000.00 YTD: R969 511.60	30/06/2008	-	-	96.95 % expenditure
	34. Lakeside Estate Extension 1 – Installation of Flowing water – R412 500.00 YTD: R388 840.20	30/06/2008	-	-	94.26 % expenditure
	35. Replacement of Reservoir – Walkerville – R300 000.00 YTD: R127 701.75	30/06/2008	-	-	42.56 % expenditure
	36. Vaal Marina Bulk Water – R3 000 000.00 YTD: R2 999 999.98	30/06/2008	-	-	99.99 % expenditure

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
					100 % expenditure
	37. Upgrade oil circuit breakers switch – R600 000.00 YTD: R600 000.00	30/06/2008	-	-	88.18 % expenditure
	38. New Secure Cable Store – R1 400 000.00 YTD: R1 234 569.31	30/06/2008	-	-	100 % expenditure
	39. Risiville Bulk Substation – R2 130 000.00 YTD: R2 130 000.00	30/06/2008	-	-	99.99 % expenditure
	40. Riversdale Switching Substation & Reticulation – R2 800 000.00 YTD: R2 799 999.18	30/06/2008	-	-	99.99 % expenditure
	41. M1 Electricity – R500 000.00 YTD: R499 999.22	30/06/2008	-	-	91.97 % expenditure
	42. Bulk Electricity Supply – Golf Park – R970 000.00 YTD: R892 123.49	30/06/2008	-	-	99.99 % expenditure
	43. Risiville Bundle Conductor – R1 200 000.00 YTD: R1 199 999.76	30/06/2008	-	-	95.30 % expenditure
	44. Connections (New Extensions) – R660 000.00 YTD: R629 036.50	30/06/2008	-	-	

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
45. Bundle Conductor Risiville – R1 200 000.00 YTD: R1 199 903.12	30/06/2008	-	-	-	99.99 % expenditure
46. Safety Equipment (Electrical) – R150 000.00 YTD: R145 293.55	30/06/2008	-	-	-	96.86 % expenditure
47. Upgrade facilities (Department of Labour) – R150 000.00 YTD: R125 025.79	30/06/2008	-	-	-	83.35 % expenditure
48. Sicelo/Lakeside High Mast Lights – R1 200 000.00 YTD: R1 180 115.09	30/06/2008	-	-	-	98.34 % expenditure
49. Sicelo/Lakeside High Mast Lights – R927 000.00 YTD: R910 424.14	30/06/2008	-	-	-	98.21 % expenditure
50. Laptop – R10 000.00 YTD: R10184.30	30/06/2008	-	-	-	101.84 % expenditure
Total Capital Budget: Total Expenditure: Balance: % Expenditure		R68 489 215.00 R65 444 698.19 R3 044 516.81			95 %

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN
FUNCTIONAL AREAS
2007/2008

SOCIAL SERVICES

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	PERFORMANCE STATUS ON 30 APRIL '08	TARGET DATE	PERFORMANCE STATUS ON 30 JUNE '08	PERFORMANCE STATUS ON 30 JUNE '08
1. Maintenance of assets MFMA – Section 63	<p>1. Confirm receipt of accurate and up-to-date asset register from Finance Services - Confirmation of receipt</p> <p>2. Display inventory lists in all offices – Inspection by HOD</p> <p>3. Provide update reports to all sections – Confirmation of receipt</p> <p>4. Identify redundant items – Signed by HOD, MM & MMC</p> <p>5. Reporting of stolen/lost items in terms of operational procedures – Completed claim form</p> <p>6. Maintenance plan for infrastructure asset with a value of R100 000 prepared and submitted to Council – Council Resolution</p>	<p>30/06/07</p> <p>Ongoing</p> <p>Monthly</p> <p>31/10/07 30/04/08</p> <p>Monthly</p> <p>Monthly</p>	-	<p>Annual stock count in progress in conjunction with the Department: Finance Services and appointed external service provider</p> <p>As per (1) above, inventory list are in the process to be updated and signed, whereafter it will be displayed</p> <p>Corrected inventory lists were distributed and receipt acknowledged with the applicable signature to ensure correctness</p> <p>Done and submitted to Finance Department as per resolution MC1799/05/2008 dated 20 May 2008</p> <p>No stolen/lost items were reported</p> <p>Maintenance and upgrading of various buildings in process according to allocated budget and approval by Mayoral Committee Resolution dated 12 May 2008</p>	

2. Environmental Health Development IDP Ref: SOC26	1. Execution of monthly inspection programme (Plan of actions for restaurants who do not comply – "No Smoking" top priority) 2. Drafting of by-laws for Midvaal in terms of "No Smoking" legislation: Report to be compiled and submitted	Monthly	All public venues in Mid-vaal region were visited.	Complete report available for inspection.	Inspections were conducted in terms of noise control, vector control, weeds over-grown and keeping of animals. The following inspections were also conducted: Milling Establishments: 2 Formal Food Handler: 106 Informal Food Handlers: 234 Milking Parlours: 47 Milk Samples: 44 Spaza Shops and General Dealers: 14 Milk Retail: 19 Transportation: 29 Certificates of Acceptability: 33 A total of 18 milk samples compiled and 26 did not comply.
					Municipal Health Services By-laws approved by Council per item C306/03/2008 dated 13 March 2008. Sedibeng engaged to assist with promulgation.
	3. Social Development IDP Ref: SOC93		Quarterly	-	Period April – June 2008:
					Applications received 108
					Screened and approved 86
					Screened and awaiting decision of screening committee 15
					Awaiting screening 12
					Awaiting outstanding documents 14
					Number of applications with Social Developments 26

	2. Meetings to take place according to programme (Stipulate programmes & venues)	Monthly	No meeting was held	Meeting held on 17 May 2008	Meeting held on 17 June 2008
	3. Involve ward councillors in terms of untraceable applicants – Put procedure in place	30/09/07	-	-	Awareness campaigns in collaboration with councilors will be organized to create a deeper understanding of the policy
4. Comprehensive Health Care IDP Ref: SOC108 IDP Ref: SOC107	1. Rendering services according to approved programme, namely <ul style="list-style-type: none"> • Oral; • Maternity; • Child Health; • VCT. 2. Submit quarterly report on activities	Monthly	Done	Done	Done
5. Sport, Recreation, Arts & Cultural IDP Ref: SOC94 IDP Ref: SOC101	5.1 Obtaining funding for the following new projects: Lakeside Sport Facility (Identification of land)	30/06/08	-	-	The funding application submitted to MIG was not approved
	5.2 Bantu Bonke – Phase II (Ablution Facility) & (Soccer Field) – R1 000 000.00 (MIG) YTD: R1 240 435.00	Quarterly	Quarterly	This project was completed as a registered MIG project, namely MIG/GT 0336/CF (SP) 07/08. A new ablution block and soccer field were erected The new soccer field was completed and fitted with irrigation system and planting of the lawn is also completed	
	5.3 Revitalize Meyerton Sports Club – Phase 2 – Cricket Pitch & Central Ablution Facility – R2 787 000.00 YTD: R1 443 219.96	30/06/08	30/06/08	This project was also completed as a registered MIG project, namely MIG/GT335/CF(SP)/05/06 New cricket pitch was erected with a palisade wall around 1 pair of new soccer poles were made	